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MEMORANDUM

25 January 1952

TO : Chairman, Career Service Committee

FROM : Chairman, Working Group on Employee Rating

SUBJECT: Report of special meetings held 21 and 22 January

25X1A9a 1. Meetings of the Working Group were held on 21 and 22 January for the final review of the Personnel Evaluation Report. On 22 January all members but [redacted] were present. [redacted] also 25X1A9a attended and participated in the final recommendations. The meeting of 22 January, which was called at 10:00 A.M. and adjourned at 2:50 P.M., was a continuation of the discussion begun at a session held 21 January from 11:00 A.M. to 12:30 P.M. The subject for discussion at both meetings was the final format and content of the Personnel Evaluation Report in accordance with your instructions forwarded via the Executive Secretary on 15 January. The meeting of 21 January, at which all members were present as well as [redacted] and 25X1A9a [redacted], was reported to you in my memorandum of 21 January which requested additional time to finalize the Personnel Evaluation Report.

25X1A9a 2. In addition to the changes made in format and content, the Group seriously considered the decision of the Career Service Committee that there be included in Item 17, a consideration of "family limitation", in evaluating an employee. The Group fully realizes that under certain circumstances family relationship can affect the effectiveness of an employee. The Report, however, is pointed toward all employees and therefore is not intended to prescribe for selected situations as would apply were this item to be included. Further, such personal problems should, in the opinion of the Group, be handled through administrative procedure on an ad hoc basis rather than through any formal reporting system. To include matters of such nature would destroy the effectiveness and one of the strong points in favor of the proposed form by preventing or inhibiting free and open discussion between the supervisor and employee. For these reasons the Group unanimously recommends that in no way should any employee evaluation report, applicable to all employees, be restricted in effectiveness by considering family limitations.

[redacted] 25X1A9a

cc: [redacted]

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